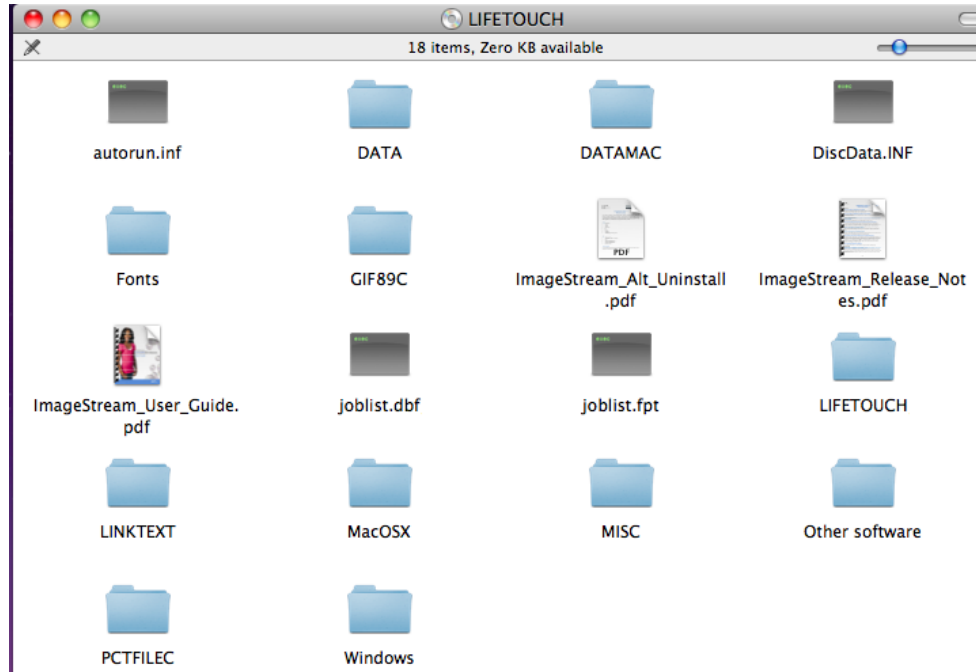


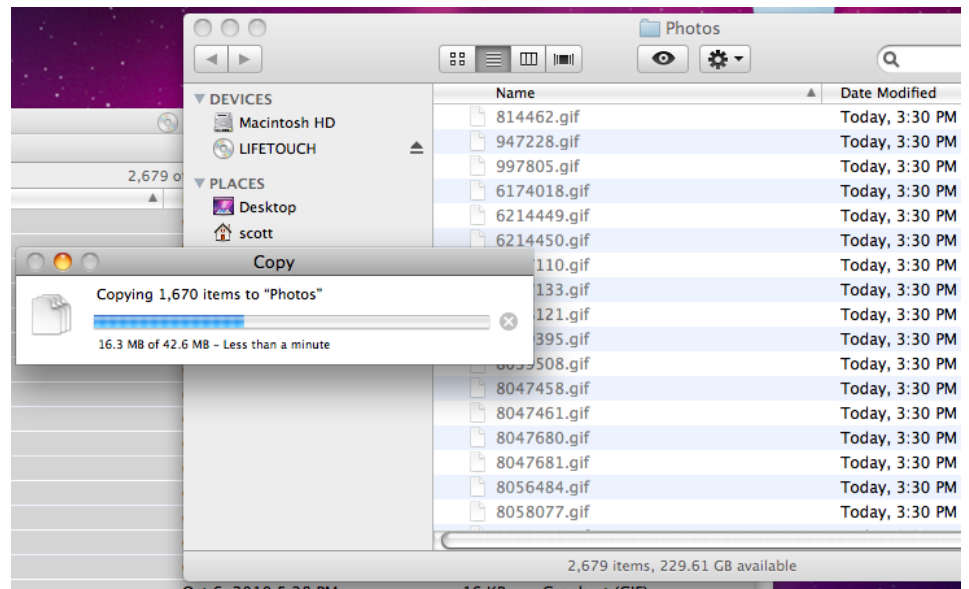
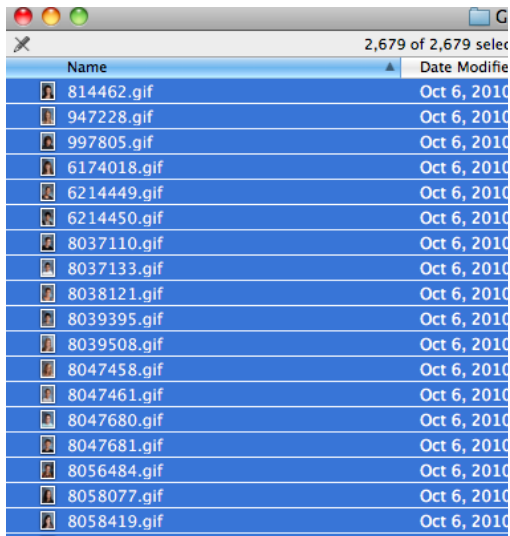
Importing Photos in Follett Destiny

Gathering the photo files for import:

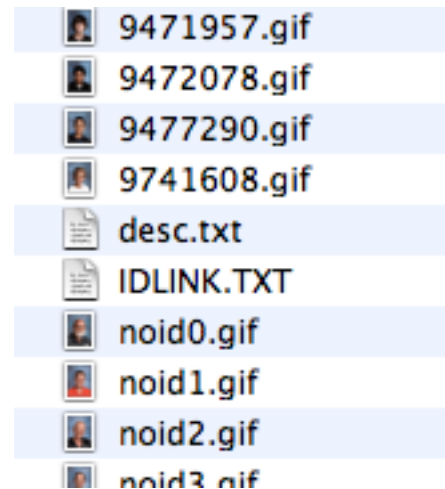
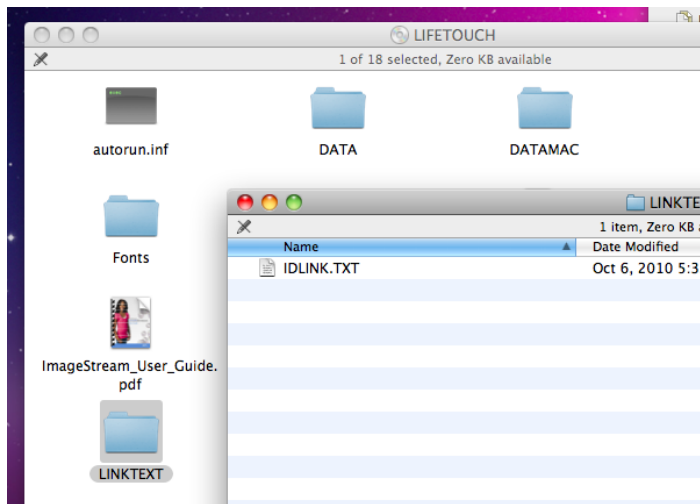
1. If you don't have the final student photo disk from LifeTouch, find out who does and borrow it from them.
2. On your desktop, make a new folder and name it Photos/Pictures/Follett Import or whatever makes sense to you.
3. Put the LIFETOUGH disk in the computer and open it so all the folders are viewable.



4. Find the GIF89C folder, open it, Select All of the contents of the folder and drag them to the folder you made in step 2 (I named my mine Photos).



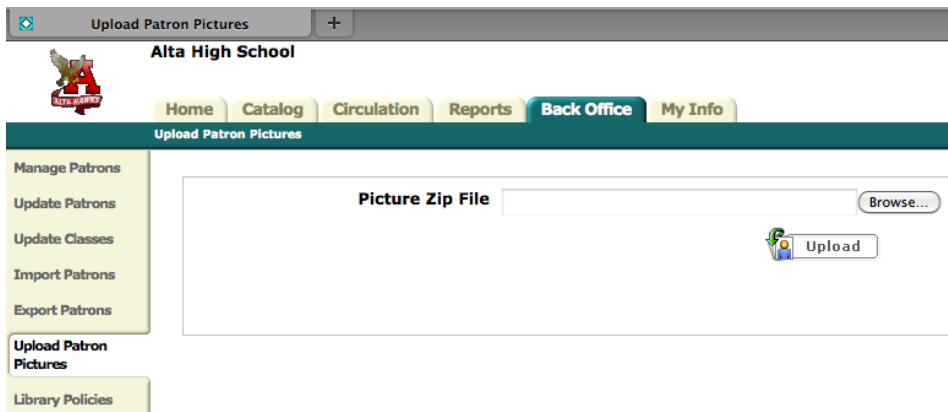
5. Now find the LINKTEXT folder on the LIFETOUCH disk, open it (below, left), and drag the IDLINK.TXT file to the same folder as the pictures were copied to. When viewing the contents of the new folder in List view, the IDLINK.TXT file will be right after all the numbered pictures and before the “noid” pictures, which are mostly faculty pictures (below, right).



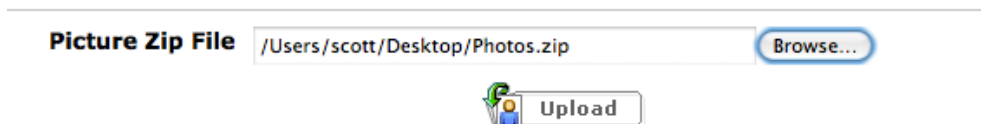
6. Right click on the new folder (Photos) and select Compress “Photos”. On the Desktop, a new file has been created called Photos.zip.
7. You can now eject the LIFETOUCH CD and close all folders.

Importing the photos into Follett Destiny:

8. Open Destiny.
9. Got to Back Office and select Upload Patron Pictures on the left side.



10. Click the Browse... button and locate the .zip file you created on the Desktop (Photos.zip in my case).



11. Click Upload, be patient, clicking occasionally on Refresh List in Job Manager until the Status is Completed.
12. Check a few sophomore students that you know to make sure their pictures were imported.

DONE!